

# Hayward Youth Commission

## AGENDA

Monday, April 18, 2005  
Hayward City Hall, Room 2A

7:30 p.m. – 9:00 p.m.  
777 “B” Street at Watkins

**Chair: Ray Bonilla, Jr.**

**Vice Chair: Caitlin Daly**

**Recorder: Cmr. Martin**

**Timekeeper: Cmr. Chan**

1. Meeting called to order / Roll Call 7:30 p.m.
2. Approval of Minutes from February 28, 2005 *(no quorum March 21, 2005)*
3. Public Comments  
*The Hayward Youth Commission Facilitator will recognize any member of the public that wishes to address the Hayward Youth Commission. The individual is allowed no more than three (3) minutes. The Hayward Youth Commission is unable to take any action on non-agencies items.*
4. Old Business 7:45 p.m.
  - A. Work Group (Public Relations, Events and Research & Information)
  - B. Finalizing changes to Resolutions
  - C. HYC Publications (Volunteer Resource Guide)
  - D. Events for 2005
5. New Business 8:10 p.m.
  - A. HYC Recruitment
6. Announcements 8:40 p.m.
7. Meeting Evaluation 8:45 p.m.
8. Next Meeting 8:50 p.m.
  - A. Choose timekeeper for next meeting
  - B. Choose Agenda Items for next meeting
9. Adjournment 9:00 p.m.

### ATTENTION:

Meeting location is at City Hall, 777 “B” Street (corner of Watkins) on the second floor. There is some parking in the underground garage (entry on B Street, just past Watkins) in addition to the on–street parking spaces.

*Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation by Friday morning prior to the Monday meeting by contacting the Hayward Youth Commission Advisor (Voice: 786-6075 x110 Fax: 786-6076 TDD: 538-4315).*

## HAYWARD YOUTH COMMISSION - MEETING MINUTES

Date:	<u>February 28, 2005</u>	Time:	<u>7:30 p.m.</u>	Location:	<u>City Hall</u>
Chair:	<u>Cmr. Bonilla Jr.</u>	Recorder:	<u>Cmr. Ignacio</u>	Timekeeper:	<u>Cmr. Chan</u>

### 1. Meeting called to order / Roll Call:

Meeting called to order at 7:40 p.m.

Commissioners:

Bonilla, Ray Jr.	present	Keefer, Desiree	excused
Chan, Mina	present	Ko, Kevin	other
Daly, Caitlin	present	Martin, Stephanie	present
Gupta, Shivani	tardy	Prentiss, David	present
Ignacio, Dandre	present	Serpa, Jeffrey	absent
Johnson, Briana	present	Singh, Shaminder	absent

Advisors:

Toyryla, Suzanne	present	Hayward Unified School District
Lange, Sean	present	Hayward Area Recreation and Park District
Lundholm, Gail	present	City of Hayward

### 2. Approval of Minutes:

**ON A MOTION BY VICE CHAIR DALY, SECONDED BY COMMISSIONER CHAN, THE MINUTES OF FEBRUARY 28, 2005 WERE APPROVED BY UNANIMOUS VOTE.**

### 3. Public Comments:

- Mr. Jason Toro from La Familia Youth Counsel Services and Hijos de Sol provided the Hayward Youth Commission with information regarding their plans to hold an event in the memory of 3 lost youth that lost their lives because of a drunken driving incident in an effort to heighten awareness against future similar tragedies.
  - Event preliminary details/goals:
    - City wide for maximize exposure
    - Hold event in front of City Hall (the lawn)
    - Individuals speaking on this cause
    - A type of memorial
    - Access to information based on preventing further deaths of this kind.
    - Planning meeting for the event will be held weekly at 22366 Fuller Ave.
    - Event is Candle Light Vigil
    - No set date planning phase/seeking approval
- Event will need to be approved by the proper channels within the City of Hayward; Mr. Toro would like H.Y.C. support when making the request.
- The form and details of the support from the Hayward Youth Commission will be formally made to the Commissioners at the next H.Y.C. meeting.
- **Hijos de Sol to be placed on agenda for March**

### 4. Old Business:

#### A. Work Groups

- Public Relations: No meeting was held; no report
- Events: No meeting was held; no report
- Research & Information: Stephanie is gathering the contact information of other youth commissions in other districts.

(old business continued)

**B. Attendance**

- Attendance has been a problem in maintaining the stability of the Hayward Youth Commission. After discussion that spanned several meetings the Commissioners detailed the key points that will provide the basis for the attendance policy.

**ON A MOTION BY COMMISSIONER JOHNSON, SECONDED BY COMMISSIONER GUPTA: A total of three (3) absences for any reason will result in constructive reassignment (removal from the HYC). A warning will be issued when a Commissioner has reached two (2) absences. If a Commissioner is tardy, and that tardy is equal to more than half of any meeting it recorded as an absence. MOTION APPROVED BY UNANIMOUS VOTE.**

**C. Resolution**

- Confirmed the addition/clarification of elected positions, election for chair, vice-chair, finance officer & clerk
  - Discussion: addition/clarification regarding elected positions term limits. There is no term limit on the number of terms an officer can be elected to a position.
  - Election Timeline: The process of electing positions will be held 7-8 months after new commissioners are appointed and join the Commission. This has been added in an effort to ensure that any officer elected to a position has a minimum of 7 months of experience with the Hayward Youth Commission.
- Vacant Commissioner seats:
  - Individuals on waiting list can be interviewed a second time.
  - Top three non-appointed commissioners will be offered a non-voting position on the commission
- Attendance policy as motioned on section 4-B was added to the resolution.

**ON A MOTION BY COMMISSIONER DAILY, SECONDED BY COMMISSIONER JOHNSON, THE REVISED RESOLUTION WILL BE TAKEN TO THE CITY CLERK FOR FINALIZING BEFORE IT IS PRESENTED TO CITY COUNCIL. MOTION APPROVED BY UNANIMOUS VOTE.**

*Notes: The revised resolution has been a process of meeting and discussion on each line of the resolution over the course of several months. Further clarification on changes made to resolutions is available in the Office of the City Clerk. Next step in finalizing resolutions will be a meeting with the City Clerk, before it is taken to our 3 governing agencies for their approval*

**D. Teen Health Resource Guide**

- Will be printed next year.
- Volunteer service guide will be printed this year using \$250.00 in the printing funds
- Cmr. Martin will update and send to Cmr. Gupta who will reformat. Cmr. Chan has offered her assistance to Cmr. Gupta

**E. Incentives of Commissioners**

Tabled to next meeting

**F. Events for 2005**

Tabled to next meeting

**5. New Business:**

No agenda items

**6. Announcements:**

- Hayward Honor Band – success
- Advisor Lange reported that the 42<sup>nd</sup> Annual Battle of the Bands was a success. There was a great blend of music styles and a number of complements were received by staff from participants, audience members, and some of the political figures in attendance (Richard Sheridan, Hayward Area Recreation and Park District Board of Directors; Ray Bonilla, Hayward Youth Commission, Chair)

- Advisor Lange reported that Adam Chow will no longer be providing assistance to the HYC. He has been working for the City of San Ramon and will likely be accepting a full time position with that agency.
- Advisor Lange introduced Roxanna Salinas who will be taking on the role as Teen Coordinator for the Hayward Area Recreation and Park District. Ms. Salinas has over 15 years of experience with the District and is excited to begin developing teen programs with the support and input of the Hayward Youth Commission.

**7. Meeting Evaluation:**

**What went well:**

- Good input
- Better timing
- Welcome Roxanne
- Plenty of progress
- Everyone was involved

**Improvements to be made:**

**8. Next Meeting: March 21, 2005, 7:30 p.m. at City Hall**

Chair: Cmr. Bonilla

Recorder: Cmr. Martin

Timekeeper: Cmr. Chan

**9. Adjournment: 9:31 p.m.**